

New Host Application

Food Skills for Families



BC Centre for Disease Control
Provincial Health Services Authority

To apply and become a Host for the Food Skills for Families program please read and complete the following form. Email the completed form to FoodskillsBC@bccdc.ca. Once received, someone from the Food Skills for Families team will contact you to confirm your eligibility.

FOOD SKILLS FOR FAMILIES

Food Skills for Families is a healthy eating program that aims to teach and encourage healthy cooking in a fun relaxed atmosphere. This six-session hands-on program is offered to adults in groups of 8-12 for three hours once a week. The program strives to enhance cooking confidence and skills with a focus on improving healthy eating choices and increasing fruit and vegetable consumption. The program offers a standardized best practice core curriculum that was designed by dietitians and educators to encourage participants to make healthy food decisions. The program is built on Canada's food guide and has been developed into five curriculums for the following populations: Indigenous, newcomers, Punjabi, lower income families and seniors.

PROGRAM FUNDING

The majority of Food Skills for Families program funding is awarded at the beginning of the year with additional funding offered at varying times as budget allows. If awarded funding, BCCDC will cover the following:

Facilitator Wage: Community Facilitators may be eligible to bill BCCDC directly for the time it takes to lead this program.

*Funding for a Facilitator is available **ONCE per year** if no staff member is trained. Partners hoping to run more than one program per year should consider training a staff member as a facilitator.*

Groceries: BCCDC will cover all food costs related to the running of this program. Food eligible for reimbursement is listed on the grocery shopping lists found in the Facilitator Manual. Shopping should be done by the Facilitator. The Facilitator is required to submit an invoice and original copies of all food receipts directly to BCCDC for reimbursement.

Participant Handbooks: Each participant (max 12) will be provided a book to keep, it contains all the recipes cooked in class as well as helpful tips, tricks and recipe modifications.

Program Materials: Participant consent forms - Session One and Session Six forms, Canada's food guides, Certificates of Completion, grocery store gift bags and nametags.

Support: BCCDC Food Skills for Families program staff are available by phone and email to provide additional support and guidance throughout the length of your program.

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HOST REQUIREMENT

TARGET POPULATION

Ability to Reach Priority Populations: The host organization must be a community-based organization able to reach at least one of the five priority groups; Indigenous, Punjabi, newcomer, lower income or seniors.

Ability to Register 12 Participants: The program is designed for a maximum of 12 participants. Over registration is encouraged if there is a history of no shows among participants. The program should not start until at least 10 participants are registered and the Food Skills for Families team should be informed if participation drops below eight. All participants must be **18 years or older**. Hosts must be able to communicate to potential participants the program's time commitment of attending a three-hour session once per week, every week, for six consecutive weeks.

Participant Confirmation: A few days prior to the first session participants should be called and reminded of their registration.

KITCHEN + TEACHING FACILITY

Ability to Book a Kitchen for Six Weeks: Sessions run four hours (**30 min set up + 3 hours program + 30 min cleanup**). Sessions should be held for six consecutive weeks. Session five is held at a grocery store and not in the kitchen.

Equipped Kitchen: Required equipment is listed on the Master Equipment List.

Space to Cook: Kitchen with space for 10-14 individuals to cook comfortably or a smaller kitchen with a teaching room/area attached that can also be used for food preparations.

Space to Teach & Dine: Teaching area with table and chairs that can comfortably accommodate 14 individuals. This area will be used for the Dining and Discussion portion of the program.

FACILITATOR AVAILABILITY

A trained Food Skills for Families Facilitator must be available in your community. If no Facilitator is available, the opportunity exists for you to send someone from your staff to be trained. There is no fee to register for the Train-the-Trainer program. Once the staff member is trained as a Community Facilitator, BCCDC will support the delivery of Food Skills for Families programs by providing materials, handbooks for participants to keep and cover the cost of food. Contact FoodSkillsBC@bccdc.ca to learn how to apply.

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FOOD SKILLS HOST APPLICATION

Organization Name	
Program/Group Name	
Organization Address	Address City BC Postal Code
Contact Person Name	
Job Title	
Work Email	
Work Phone	

Do you meet ALL the program's **Host Requirements** listed on the previous page?

Yes

No

Comments

Where is the Kitchen where the program will be held?

Kitchen is **on-site** + contains all equipment listed on **Master Equipment List**.

Kitchen is **off-site** + contains all equipment listed on **Master Equipment List**.

If off-site provide name and address of kitchen.

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Briefly describe your organization's Vision and Mission.

Indicate which Food Skills **priority population(s)** you work with.

Indigenous

Lower income

Seniors

Punjabi

Newcomers to Canada

Other

Do you work with any **Indigenous** groups?

Yes

No

If yes, please list groups.

Will the program be held at an on-reserve location?

Yes

No

Briefly describe who your Food Skills for Families participants would be?

Example: Participants of the Best for Baby's program, newcomers group, registration open to all clients.

If approved, when would you like to deliver your first Food Skills for Families program.

First Program (ex. Fall 2020):

If Facilitator is known, please indicate.

Facilitator's Name (if known):

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Please read and check the boxes below to indicate you understand and meet the requirements.

- My organization is able to reach one of the above stated priority populations.
- My organization has access to a kitchen that meets the host requirements and contains all equipment listed on the Master Equipment List below.
- My organization would like to offer at least one Food Skills for Families programs per year.
- I understand that programs are designed for 8-12 participants.

SIGNATURE

Applicant Signature

Applicant Name

Applicant Title

Date

Once completed, email form to FoodskillsBC@bccdc.ca

BC Centre for Disease Control (BCCDC) Privacy Statement

BCCDC respects your privacy. The information we collect ensures that our Food Skills for Families program staff can respond to subsequent inquiries and can continue to provide the best possible programs and services appropriate to your individual needs. The information gathered is also used to help guide BCCDC to inform future program updates. Your personal information is collected in accordance with section 26(c) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the Food Skills for Families program, please contact: foodskillsBC@bccdc.ca.

Master Equipment List

Quantity		Measures
	2 Sets	Measuring cups - dry
	2 Sets	Measuring cups - liquid
	2 Sets	Measuring spoons
Quantity		Kitchen Tools
	1	Can opener
	1	Garlic press
	2	Graters
	3 Sets	Mixing bowl set
	1	Salad spinner
	1	Potato masher
	1	Sieve (fine mesh colander)
	2	Strainer/colanders
	1 Box	Toothpicks
	1	Vegetable peeler
	2	Whisks
Quantity		Baking Equipment
	1	Baking dish – square <i>9" X 9" or 8" X 8"</i>
	1	Baking dish – rectangular <i>9" x 13 "</i>
	3	Cookie sheets
	2	Cooling racks
	2	Muffin tins

Quantity		Appliances
	1	Blender or food processor
	1	Microwave
	1	Stove top - 4 burner
	1	Ovens
Quantity		Stove Top Equipment
	2	Frying pans
	2 Sets	Pots (sauce pans) with lids <i>small, medium and large</i>
	1	Wok (or deep-sided skillet)
Quantity		Utensils
	10	Chef's knives
	13 Sets	Cutlery
	10	Paring knives
	2	Spatulas
	5	Wooden spoons
Quantity		Other
	12 Sets	Dishes
	2 Sets	Oven mitts
	1	Hand soap
	2	Dish towels
	3	Hand towels
	1	Bleach